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CONTRACT

NEW MILFORD BOARD OF EDUCATION

AND

NEW MILFORD ADMINISTRATORS ASSOCIATION

X JULY 1, 1988 THROUGH JUNE 30, 1989

TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE	
I      RECOGNITION	2
II     NEGOTIATIONS PROCEDURE	3
III    GRIEVANCE PROCEDURE	4
IV    SALARY PROVISIONS	7
V    HEALTH INSURANCE	8
VI   PHYSICAL EXAMINATION	9
VII   SICK LEAVE	10
VIII   TEMPORARY LEAVES OF ABSENCE	11
IX    SABBATICAL LEAVE	14
X    ACCUMULATED SICK LEAVE	15
XI   MISCELLANEOUS PROVISIONS	17
XII   SEPARABILITY	19
XIII   DURATION	20

BREAMEBLE

This agreement is entered into in its entirety, by and between the New Milford Board of Education of New Milford, New Jersey, hereinafter called the "Board" and the New Milford Administrators Association, hereinafter called the "Association" pursuant to Chapter 123 Public Laws of 1968, which provides for negotiations between the Board and the Association with respect to the terms and conditions of employment.

## ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all administrative personnel listed below:

High School Principal

Middle School Principal

Elementary School Principals

High School Vice-Principal

P/T Middle School Vice-Principal

K-12 Director of Music

## ARTICLE 11 = NEGOTIATIONS PROCEDURE

- A. The Board and the Association agree to enter into professional negotiations no later than October 1 of each year for the purpose of concluding an agreement in accordance with Chapter 123, Public Laws of 1974, on all matters concerning the terms and conditions of employment. Any agreement so negotiated shall apply to all employees listed in ARTICLE I, be reduced to writing, and be signed by the Board and the Association.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.
- C. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- D. In the event that the contract under negotiations is not agreed to by the start of the new contract year, the existing contract will continue in effect. Upon reaching an agreement for a new contract, terms and conditions will be retroactive to the start of the new contract year.

## ARTICLE III - GRIEVANCE PROCEDURE

### A. DEFINITIONS:

A grievance shall mean that administrators or a representative of administrators may appeal the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.

A grievance to be considered under this procedure must be initiated in writing, within forty-five (45) school days from time when the employee knew or should have known of its occurrence.

### B. PROCEDURE

#### 1. Level One:

The administrator with a grievance shall first discuss it with his/her immediate superior, with the objective of resolving the matter informally.

#### 2. Level Two:

If, within seven (7) school days thereafter, a problem remains unresolved, the grievant shall set forth his/her grievance in writing to his/her immediate superior stating:

- a. The date of the occurrence that caused the grievance.
- b. The nature of the grievance and specific request for resolution.
- c. The nature of the loss, injury or inconvenience.

## Grievance Procedure

The superior shall communicate his decision to the grievant in writing with five (5) school days of receipt of the written complaint.

### 3. Level Three:

The grievant may appeal the immediate superior's decision to the Superintendent of Schools or the Board of Education, whichever level applies. The appeal must be made in writing and must set forth the grounds upon which the grievance is based. It should also contain copies of all material relating to the previous actions taken on it. The Superintendent or the Board, whichever level is applicable, shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days.

### 4. Level Four:

If level three was on the Superintendent's level, the grievant may request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board.

The Board, or a committee thereof, shall review the grievance, hold a hearing with the grievant, and present a decision in writing to the grievant, with copies to the Association within fifteen (15) school days.

## Grievance Procedure

- C. Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step, within the same time limit prescribed for a decision shall be deemed to be acceptance of the decision rendered at that step.
- D. In the case of a grievance affecting a group or class of employees, the person or persons involved may submit such grievance to the Superintendent of Schools and follow the procedures starting with level one.
- E. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file, located in the Board of Education Office and shall not be kept in the personal file of any of the participants. Such file shall only be accessible to the Superintendent and the grievant.
- F. All meetings and hearings under this procedure shall be held in private, unless the grievant specifically requests a public hearing.

#### ARTICLE IV - SALARY PROVISIONS

- A. All principals in the Association shall receive a 5.5% increase over their 1987-88 salary. All remaining members of the Association shall receive a 7.5% increase over their 1987-88 salary.
- B. In recognition of educational experience in the district, members of the Association shall receive longevity payments as follows: In the 20th year through and including the 24th year in the district, add 2%. In the 25th year through and including the 29th year, add 4%. In the 30th year and every year in the district thereafter, add 6%. Longevity shall be defined as actual years of service in New Milford.  
Longevity payments are to be calculated based on each year's salary.  
Longevity payments are in addition to regular increments and/or increases.

ARTICLE V - HEALTH INSURANCE

- A. The Board of Education shall provide health care insurance protection as follows:
  - 1. Blue Cross and Blue Shield
  - 2. Rider J
  - 3. Major Medical
  - 4. Dental Plan
  - 5. Prescription Drug Plan
  - 6. Vision Care Plan
- B. The Board shall pay the full premium of each administrator's individual coverage and in cases where such plans exist, full premium for family plan coverage during the term of this contract.
- C. The Board reserves the right to change insurance carriers, provided benefits are not diminished.

## ARTICLE VI - PHYSICAL EXAMINATION

Each administrator shall be entitled to obtain a complete physical examination, at a cost not to exceed \$250.00 per person annually. The cost is to be borne by the Board. Said examination is to be performed by a physician of the administrator's choice. The results of the physical shall be discussed by the administrator with the Superintendent upon request.

## ARTICLE VII - SICK LEAVE

- A. All administrators employed shall be entitled to ten and one-half (10 1/2) sick days each school year if employed on a ten and one-half month contract and twelve (12) sick days each year if employed on a twelve month contract. When an administrator works for less than a full contractual year (10 1/2 or 12 months), the number of sick days will be prorated accordingly.
- B. Sick leave accumulated prior to formulation of this contract shall remain in full force.
- C. Unused sick leave shall be accumulated from year to year with no maximum limit.
- D. Non-accumulative additional sick leave benefit may be allowed to administrators upon approval by the Board in each individual case.

## ARTICLE VIII - TEMPORARY LEAVES OF ABSENCE

A. As of the beginning of the school year, administrators shall be entitled to the following temporary leaves of absence as follows:

### 1. Death in the Immediate Family

Leave with pay following death in the immediate family (wife, husband, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandparents) shall be fixed from the date of death until one day beyond the date of burial inclusive. If it is found necessary to exceed the time allotted above, the Superintendent may grant additional time, not to exceed two (2) days at full pay.

### 2. Death of Other Relatives

In case of the death of any relative not listed in Part I, above, administrators shall be granted a one (1) working day leave of absence, without loss of pay, to attend the funeral.

### 3. Legal Process

Time necessary for appearances in any legal proceeding connected with the administrator's employment or in any other legal proceeding that the administrator is required by law to attend.

### 4. Other Leaves

During the term of this contract, leave up to three (3) days with pay for personal emergencies (illness in immediate family, religious holidays

#### Temporary Leaves of Absence

and other personal business) shall be granted by the Superintendent of Schools. One (1) of these three (3) days will be without explanation.

5. Up to twenty-one (21) calendar days necessary for persons called into involuntary temporary active duty of any unit of the U. S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An administrator shall be paid his/her regular pay in addition to any pay which he/she received from the federal or state government.
6. Time and travel may be granted for the purpose of visiting other schools or attending meetings or conferences of an educational nature and where such attendance shall be pertinent to areas of study; time may be granted for three (3) representatives of the Association to attend conferences and conventions of state and national affiliated organizations each year. The time mentioned in this paragraph (6) shall be deemed professional time and shall be subject to approval by the Superintendent.

## Temporary Leaves of Absence

7. Leaves of absence not covered by any of the preceding paragraphs, but which are sanctioned by the Superintendent, shall be granted with the stipulation that an administrator working 10 or 10 1/2 months shall forfeit 1/200 of his/her salary. An administrator working 12 months shall forfeit 1/240 of his/her salary.

B. Leave taken pursuant to Section A shall be allowed with the following stipulations:

1. It shall be in addition to any sick leave to which the administrator is entitled.
2. No leave shall be permitted the day prior to, nor the day following, a school holiday or holiday weekend, except at the discretion of the Superintendent.
3. Except in cases of emergency, all requests for leave shall be in writing stating the reason for the request. After approval by the Superintendent, the request shall be filed in his office. In emergency cases, the leave form will be completed the day an individual returns to work.
4. Leave under Article VIII shall not be cumulative.

## ARTICLE IX = SABBATICAL LEAVE

The Board of Education will deal with sabbatical leaves for administrators on an individual basis as the need arises and to fit particular needs.

Applications shall be made in writing to the Superintendent no later than January 15th, for the subsequent year.

Each applicant shall be notified in writing by the Superintendent no later than April 1st of the decision concerning his/her application. The sabbatical leave shall commence on the first day of the contract year and shall terminate on the last day of the contract year.

An administrator shall enjoy all rights and privileges during his/her sabbatical as if he/she were in full employ as an administrator.

## ARTICLE X - ACCUMULATED SICK LEAVE

### A. Qualifications

1. The administrator must have been:
  - a. Actively employed in the teaching profession in a fully certified capacity at least fifteen (15) years prior to the effective date of retirement.
  - b. Actively employed in a full-time, fully certified capacity in the New Milford Public School system at least ten (10) of the fifteen (15) years immediately prior to the effective date of retirement.
2. The administrator must notify the Superintendent of Schools, in writing, of his/her intention to retire. This notification must be received by the Superintendent at least five (5) months prior to the effective date of retirement.
3. In the event of death of an administrator who has otherwise fulfilled the requirements of this Article, the benefit noted in Section B shall be paid to the administrator's designated beneficiary or estate.

### B. Calculation of Benefit

The amount of the sick leave benefit shall be determined by the sick leave time balance at the effective date of retirement, accumulated since the beginning date of employment, but not earlier than September 1, 1954, times \$30.00 for the first 100 days of accumulated sick

#### Accumulated Sick Leave

leave. The accumulated sick leave in excess of the first 100 days shall be multiplied by \$40.00 per sick leave day. The total sick leave benefit shall not exceed \$12,000.00.

#### **C. Payment of Benefit**

The Accumulated Sick Leave Compensation shall be payable in a lump sum or in twelve (12) equal monthly payments in the school year starting September 1st following retirement, at the option of the administrator, and subject to any applicable federal or state law or regulations.

## ARTICLE XI - MISCELLANEOUS PROVISIONS

- A. The High School and Middle School Principals' contract will be a twelve-month contract with four weeks vacation (22 working days), to be taken as the need of the school permits.
- B. The High School Vice Principal's contract will be a twelve-month contract with four weeks vacation ( 22 working days), to be taken as the need of the school permits.
- C. During the term of this contract, the Elementary Principals shall work the first five (5) working days in July and the last seven (7) working days in August.
- D. The Board will pay the cost of membership for each administrator in the County, State, and National Principals' Association as well as \$53.00 for the ASCD. The Board will not pay for membership in BCEA, NJEA and NEA.
- E. All days that school is closed as per the student calendar, adopted by the Board of Education, shall be extended to members of this Association. The Superintendent may require principals and vice-principals to work on these recess days established by the student calendar.
- F. During the term of this contract, administrators shall receive \$300.00 as a mileage allowance for attending in-district school meetings and other in-district functions deemed appropriate by the Superintendent. The decision on appropriateness will rest solely with the Superintendent.

## Miscellaneous Provisions

- G. Privileges, such as dues deduction, annuity deductions and the summer savings plan previously granted to administrators will continue in effect the same as prior to this agreement.
- H. With respect to matters not covered by agreement between the Board of Education and the Association, the Board of Education agrees that it will make no changes in terms and conditions of employment without prior consultation with the Administrators' Association. The decision of the Board will be final in any event and not be subject to the grievance procedure as previously stated.
- I. All 12-month administrators earn vacation time at the rate of two days per month up to a maximum of 22 days in a fiscal year.  
Vacation is to be taken in the fiscal year following the fiscal year it is earned - as the needs of the school permits. Unused vacation days will be reimbursed by the Board annually at the salary received during the fiscal year the days were unused.  
Vacation days should not accumulate from year to year. The Superintendent may permit an accumulation of no more than five days in a year. A request to accumulate days beyond five is subject to Board approval.

#### ARTICLE XII - SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any administrator is held invalid by operation of law or by a court or competent jurisdiction, such provisions shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

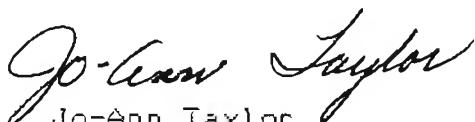
ARTICLE XIII - DURATION

A. The provisions of the agreement shall be effective as of July 1, 1988 and shall remain in full force and effect until June 30, 1989 subject to the right of the Board and the Association to negotiate for a modification of the agreement.

B. Attested to on this Thirtieth day of June, 1988.

The School District of New Milford, New Jersey

By:



Jo-Ann Taylor

President of the Board of Education

By:



Donald N. Rickert

Secretary of the Board of Education

The New Milford Administrators Association

By:



Daniel P. Shockless, Representative

By:



Thomas J. Hoban, Representative